



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 11/14/2014	Interviewer: Sue Guenter-Schlesinger, Mohammed Cato	RFA #14 – 22
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.):		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/14/14	SGS meeting with [REDACTED]	[REDACTED] referred to EOO by President/Provost office. [REDACTED] did not know which office to go to regarding her belief that she had been discriminated against.
11/17/14	[REDACTED] meeting with Sue, Mohammed	[REDACTED] international student with Intensive English Program, requested assistance (informal, did not want to file a complaint) because she felt one of her professors did not allow her to ask questions and wasn't sure if it was because of her disability or national origin. [REDACTED] wanted to understand this. She did not provide additional information.

11/19/14	SGS meets with Rick O'Connor, Director, Language/Culture Programs	SGS worked with Rick O'Connor who met with [REDACTED] and offered to facilitate a resolution for her. [REDACTED] agreed to this.
		In looking into this, Rich found there was no evidence of treatment of [REDACTED] based on any protected characteristic, but rather that all intensive language students are asked to limit questions in their other than English classes so as not to dominate (because of their lack of proficiency in English and therefore perhaps having more questions about the materials/lecture than other students), ensuring that other students have the time and opportunity to ask questions. He explained to [REDACTED].
11/21/14	SGS t/c with [REDACTED]	SGS followed up with [REDACTED] to ensure she was doing ok and felt satisfied with the facilitated resolution that Rick was doing; she indicated that she was ok with this and doing ok.
		Rick continued to work with [REDACTED] to ensure she was feeling comfortable in her classes and helped with her transition to Whatcom Community College, which she was planning to start at the end of Fall quarter.
12/4/14		SGS closed out with [REDACTED] SGS provided her requested information about the Disability Resources for Students at Whatcom and offering to be a resource as she makes this transition to Whatcom. [REDACTED] was appreciative of the work SGS and Rick did to facilitate a better understanding of why she was feeling discriminated against and no longer feels that way.